

# CONDITIONS AND TASKS FOR TELEWORKING

Name: \_\_\_\_\_

THE FOLLOWING CONDITIONS FOR TELEWORKING ARE AGREED UPON BY THE EMPLOYEE AND HIS OR HER SUPERVISOR:

## 1. THE ADDRESS OF THE ALTERNATIVE WORKSITE IS:

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## 2. DESCRIBE THE AREA IN WHICH THE WORK WILL BE PERFORMED

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## 3. THE EMPLOYEE'S WORK SCHEDULE WILL BE AS FOLLOWS:

☐ **Regular** – (Check the appropriate worksite box and fill in the number of hours to be worked for the two-week pay period)

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
Alt. <input type="checkbox"/>	Office <input type="checkbox"/>	Alt. <input type="checkbox"/>	Office <input type="checkbox"/>	Alt. <input type="checkbox"/>	Office <input type="checkbox"/>	Alt. <input type="checkbox"/>	Office <input type="checkbox"/>	Alt. <input type="checkbox"/>	Office <input type="checkbox"/>	Alt. <input type="checkbox"/>	Office <input type="checkbox"/>	Alt. <input type="checkbox"/>	Office <input type="checkbox"/>

☐ **Intermittent**      Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

## 4. DETAILED INVENTORY OF EQUIPMENT USED IN PERFORMANCE OF OFFICIAL DUTIES (Indicate if government-owned or employee-provided)

EQUIPMENT	GOV'T. OWNED?	
1.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

5. **ACCESS IS AUTHORIZED TO THE FOLLOWING INFORMATION  
TECHNOLOGY RESOURCES (Databases Containing Classified Information  
May Not Be Accessed from the Alternative Worksite):**

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6. **THE FOLLOWING ARRANGEMENTS ARE AGREED UPON FOR  
COMMUNICATION BETWEEN THE ALTERNATIVE WORKSITE AND THE  
PRIMARY WORKSITE**

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7. **ASSIGNMENTS TO BE WORKED ON AT ALTERNATIVE WORKSITE AND  
EXPECTED DELIVERY DATES:**

<b>WORK ASSIGNMENT</b>	<b>DUE DATE</b>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	